



**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**  
**Regular Meeting Minutes**  
**Thursday, June 9, 2016**  
**3:00 p.m. City Hall, Room 203**

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**I. CALL TO ORDER**

The meeting was called to order by Commissioner David Wendtland at 3:00 p.m.

Also present: Commissioner Kevin Huss, Commissioner Pamela Lynk, Kristen N. Wade, Human Resources Director, Dwana Thompson, Affirmative Action/Risk Manager, and Beth Lewis, Assistant Finance Director.

**II. MINUTES**

***Motion was made by Commissioner Huss and seconded by Commissioner Lynk to approve the regular minutes of the May 19, 2016 meeting.***

**Motion Carried.**

**III. ACTION AGENDA**

- A. Approve the revised job description for the Management Assistant position.  
Discussion that there were no significant changes. An updated revision date will be placed at the bottom of the Assistant Finance Director and Management Assistant job descriptions.
- B. Approve the revised job description for the position Finance Analyst position. No questions.
- C. Approve the revised job description for the Assistant Finance Director position.  
No questions.

***Motion was made by Commissioner Huss and seconded by Commissioner Wendtland to approve the revisions to the Management Assistant, Finance Analyst, and Assistant Finance Director Job descriptions.***

**Motion Carried.**

**IV. OLD BUSINESS**

None

**V. OTHER BUSINESS**

- A. Commissioners expressed their appreciation of the job descriptions being distributed early enough to provide ample opportunity for review.
- B. Commissioner Wendtland will send a memo to the City Manager to direct the City Attorney to review the possibility of adding two (2) more commissioners. Five (5) commissioners would lower the possibility of a lack of quorum.

**VI. ADJOURNMENT**

**Moved by Commissioner Huss, seconded by Commissioner Wentland, to adjourn.**

**Meeting adjourned at 3:05 p.m.**